

Critical Information Specific to Schedule 58 I

The information provided in this document is specific to Schedule 58 I. Before submitting your offer, please ensure you have met all of the requirements outlined in this document that are applicable to the products or services you are offering, as well as any other applicable general requirements listed in the solicitation attachments (e.g. Information and Instructions to Offerors, Commercial Sales Practices Format, etc.).

- 1. Any offer submitted after July 11, 2011 MUST be submitted with attachments from the Solicitation dated June 10, 2011 (Refresh 15). Offers received after July 11, 2011 that are submitted with attachments on versions prior to Refresh 15 will be rejected as non-responsive.**
- 2. Vendors whose contracts contain the below SINs have 9 months from date of contract award, or modification to implement the Point of Sale and Transactional Data requirements listed below.**

58 1 Telecommunications Equipment, Including Spare and Repair Parts, and Accessories
 58 2 Overseas (International) Products
 58 3 Introduction of New Products, Including Spare & Repair Parts and Accessories
 58 4 Televisions
 58 6 Television for Hospital, Hotels and Motel
 58 98 VCRs, VCP, DVD
 58 99 Television/VCR/DVD Combinations
 219 3 Audio Components
 219 4 Hand Held Camcorders
 219 9 Recording and Reproducing Video and Audio Equipment
 219 10 Monitors and Monitors/Receivers, Including Spare & Repair
 219 11 Television Cameras, Color or Monochrome, Including Spare
 219 13 Audio Equipment, Including Spare & Repair Parts, and Accessories

Transactional Data Program: The Contractor must have the capability to capture and provide Level III data (sales data at line-item level) at point of sale to its order processor (e.g. merchant bank) for all purchases made with the GSA SmartPay purchase card. All Level III data must also be available for reporting to the Government. At a minimum, fields must include:

- Unit cost
- Debit/credit indicator
- Quantities
- Total purchase amount
- Unit of measure
- Payment date
- Manufacturer's name
- Merchant's name, city, and state
- Manufacturer's part number
- Date contractor processed the charge/credit
- Product codes
- Contractor processing/transaction reference number for each charge/credit

- Product descriptions
- Merchant category code
- Ship-to zip code
- Merchant business code
- Ship-from zip code
- Merchant taxpayer identification number (TIN)
- Freight amount
- Minority/women-owned, Service-Disabled Veteran-Owned Small Business codes
- Order date
- 1099 status and merchant zip code
- Discount amount
- Transaction number
- Order number
- Customer

Point of Sale Program: The Contractor shall automatically provide the GSA Schedule price or lower sale price (unless a lower price was separately negotiated by the ordering agency) and tax exemption (where applicable) when presented with a GSA SmartPay purchase card in the following ordering channels:

- Mail order
- Telephone order
- E-mail
- Vendor Commercial Website
- Retail sales in physical storefront

The Contractor shall recognize the GSA SmartPay purchase card from the 4-digit prefix in the charge card numbers (called Bank Identification Numbers or BINs). The current GSA SmartPay BIN numbers are:

Visa: 4614, 4716 and 4486
 MasterCard: 5565 and 5568

The sales draft, receipt or invoice generated as a result of the transaction shall show the final price charged. The final price may represent the GSA Schedule price or a lower sales price, if applicable.

- 3.** Due to the variety of products addressed by this schedule, both FOB Destination and FOB Origin clauses are included. When proposing, vendors should address those clauses which best match their commercial practices.
- 4.** Travel costs shall be negotiated individually on an as needed basis. Prices for services in this contract will not include the cost of travel or reimbursement of travel expenses. Reference Clause C-FSS-370.

General Requirements for Price Proposals applicable to Services offered under ALL Schedule 58 I**Special Item Numbers:**

1. All Ancillary Service SINs exclude construction as defined under FAR 2.101.
2. In accordance with FAR 8.404(a) supplies offered on schedule are listed at fixed prices. Services offered on schedule are priced either at hourly rates or at a fixed price for performance of a specific task, i.e. installation of a product.
3. Pricing submitted should be in accordance with commercial practices (e.g., labor rates or fixed unit prices). If pricing is based on labor rates, the contractor shall supply and clearly define each labor category provided in this section. Each labor category definition must include experience, minimum training, level of education, and certifications/licenses, if applicable. If pricing is based on fixed unit prices then provide a detailed breakdown of what functions are within the fixed unit price.

SPECIAL INSTRUCTIONS FOR PRICING SERVICES

I. Pricing for Services must be substantiated by one of the following methods:

- Established commercial catalog prices (published and dated pricelists); if the firm does not have a published and dated price list, the firm may utilize data in the form of internal business memorandums, quote sheets, etc.
- Commercial pricing for Professional Services shall be submitted for the initial period only and will be awarded based on a commercial pricelist.
- Price adjustments for Service Contract Act labor categories will be in accordance with the Fair Labor Standards Act.
- Price adjustments for Professional Services listed on a commercial pricelist will be in accordance with Clause 552-216-70 – Economic Price Adjustment – FSS Multiple Award Schedule Contracts (see Basic Solicitation).
- Price adjustments for Professional Services not listed on a commercial pricelist will be in accordance with an index mutually agreed upon at the time of award and clause I-FSS-969 – Economic Price Adjustment – FSS Multiple Award Schedule, which will be incorporated as appropriate.

- II. Offerors are required to include the prevailing Industrial Funding Fee (IFF) in the prices submitted with their offer (See Clause 552.238-74 in the Basic Solicitation Document). The IFF is a separate collection mechanism and should be added to the Net GSA Price offered, will be included in the award price(s), and will be reflected in the total amount charged to ordering activities.

Contact Information:

Oral or written requests for explanation of information regarding the Schedule 58 I solicitation may be directed to:

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